

**Virginia Indigent Defense Commission
Emergency Personnel and Training Committee Meeting
1604 Santa Rosa Road
Richmond, Virginia 23229
July 17, 2009**

The meeting was called to order at 1:10pm by chair Maria Jankowski. Other Committee members in attendance were Carmen Williams and Steve Benjamin. With three Committee members present, quorum requirements have been met. Administrative staff included Deputy Director, DJ Geiger; Human Resources Manager, Amy Williams and Diane Pearson.

With regard to approval of the minutes, Mr. Benjamin stated that the current committee members were not in attendance at the March 5, 2009 Personnel Committee meeting. Ms. Geiger confirmed that the minutes reflected what occurred in that meeting.

Mr. Benjamin made a motion to approve the March 5, 2009 Personnel Committee meeting minutes. Ms. Carmen Williams seconded the motion. The motion carried.

Mr. Benjamin moved that the Personnel and Training Subcommittee of the Virginia Indigent Defense Commission convene in closed session to discuss personnel issues pursuant to the personnel exemption contained in §2.2-37 (11) (A) (1) of the Code of Virginia.

This meeting will be attended only by members of the Committee, however, pursuant to §2.2-37(12) (F) of the Code of Virginia, the Committee also requests the attendance of the Deputy Director and the Human Resources Manager because it is reasonable to believe that their presence will aid the Committee in its consideration of the matters which are the subject of the closed session.

Ms. Carmen Williams seconded the motion. The motion carried.

After reconvening into open session, Mr. Benjamin moved for a roll-call vote asking that each Committee member certify to the best of his or her knowledge, during closed session the Committee heard, discussed, or considered only public business matters that were lawfully exempted from open meeting requirements under the Freedom of Information Act.

Ms. Carmen Williams seconded the motion. The motion carried.

Each member so certified.

Mr. Benjamin moved for the adoption of the proposed determination of grievability and expedition prepared by the Deputy Director relating to the grievance directed toward Mr. David Johnson and further moved that the adoption of this determination serve as a decision on appeal of the Deputy Director's decision, therefore rendering it final and not appealable.

Ms. Carmen Williams seconded the motion. The motion carried.

Mr. Benjamin moved that the Personnel Committee direct the Deputy Director with the assistance of the Human Resources Manager to conduct an immediate and thorough investigation of the grievance allegations against a second person as filed by the grievant. He further moved that the Deputy Director report the findings of the investigation and make recommendations for consideration to the Personnel Subcommittee as soon as possible but no later than August 21, 2009.

Ms. Carmen Williams seconded the motion. The motion carried.

The Personnel and Training Subcommittee will meet August 19, 2009 at 12:30.

Mr. Benjamin made a motion to adjourn the meeting. Ms. Carmen Williams seconded the motion. The motion carried.

The meeting adjourned at 1:30pm.

Respectively Submitted:

Approved By:

Diane Z. Pearson, Administrative Assistant

DJ Geiger, Deputy Executive Director